



County of Anoka

Career Opportunity

Apply online at: www.anokacounty.us

Opening Date: 02/14/2019
Closing Date: 02/22/2019

OFFICE INVESTIGATOR-FORENSIC

Are you looking for a rewarding career in the northern Twin Cities metropolitan area where you can make a meaningful difference in others' lives and enjoy a positive work-life balance?

Our diverse Anoka County team brings next-level talents, personalities and experiences together in ways that make us both effective and efficient. Our team of nearly 2,000 employees is united by a common mission to preserve the public's trust. We do this by bringing our very best to work every day and serving Anoka County's 345,000 citizens in a respectful, innovative and fiscally responsible manner.

If your career aspirations resonate with our mission, we invite you to **Find Your Path** with Anoka County! Apply today to join our team.

Office Investigator-Forensic

Working to serve the community in their greatest time of need, the Midwest Medical Examiner's Office (MMEO) strives to provide answers to the families and loved ones of those gone. We speak for the deceased through hard work, respect, and diligence. We have several opportunities for positive people with strong communication skills to join our team as the first point of contact for the public and our partners. This role provides around-the-clock, seven days per week coverage for the office. Provide resources and direction to funeral home personnel, families of decedents, medical professionals, donation agencies, law enforcement, field investigators and others whose responsibilities bring them in contact with the MMEO. Assist forensic pathologists by performing office investigations, accept or decline jurisdiction for deaths that occur under jurisdiction of the MMEO, direct field investigators by phone while at the death scene to accomplish their job tasks efficiently and accurately and respond to death scenes if necessary. Full and part-time positions are available. Shifts include evenings, overnights, weekends and holidays.

These positions are located at the MMEO state of the art facility in Ramsey. Four full-time benefit-eligible positions and two part-time positions are available.

EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

Duties and Responsibilities

These examples are not all inclusive and are intended to be illustrative of primary responsibilities of an Office Investigator-Forensic.

- Answer phone in Investigations Department.
- Dispatch Field Investigators to death scenes. Discuss cases with field investigators (deciding jurisdiction, confirming actions taken on scene, assisting field investigators with all scene questions).
- Answer death calls from all counties/agencies under MMEO jurisdiction and complete case reports for all non-scene investigations.
- Review, correct, and complete scene cases submitted by field investigators.
- Ensure that authorizations for autopsy paperwork on private/hospital cases are completed and that payment for private cases is received prior to autopsy.
- Identify and interview appropriate individuals to obtain relative medical and psychosocial history of decedent and the immediate history of events surrounding the death.
- Request medical records and review for completeness; request records for identification purposes.
- Assist families with paperwork when requesting private autopsy; communicating clearly and compassionately with families when discussing autopsy/toxicology findings, answering questions, releasing property, etc.
- Review cremation authorizations; approve and/or follow-up on cases not approved.
- Complete preliminary autopsy reports and forward to appropriate agencies daily.
- Facilitate body intake and release; release evidence to law enforcement.

Respond to death scenes as necessary.

REQUIREMENTS

Minimum Qualifications

- Associate degree or higher in physical, biological, or social science **OR** high school diploma or G.E.D. and two years of experience as a death investigator.
- Ability to communicate effectively with grieving families, law enforcement and medical professionals.
- Ability to lift up to 75-100 pounds and to maneuver cadavers unassisted in excess of 200 pounds with or without accommodation.
- Ability to obtain American Board of Medicolegal Death Investigators (ABMDI) certification within two years of employment.
- Valid driver's license and insured vehicle available for business use.
- Must successfully pass driver's license and criminal background check.

Preferred Qualifications

- Bachelor's degree or higher in physical, biological, or social science.
- Previous experience employed by a medical examiner's office, funeral home/cremation service, medical clinic/lab or law enforcement agency.
- Current ABMDI certification.

Knowledge of:

- Medical terminology.

Skill in:

- Computer equipment (including processing, spreadsheets, and databases).
- Writing, recording, and compiling material for accurate reports.
- Effective verbal and written communication.

Ability to:

- Work alone in an unsupervised environment.
- Operate digital camera.

Work Environment:

Most work is performed in a medical office environment oftentimes independently. Position also includes accepting and releasing cadavers and performing inventory of decedents personal property. May require travel and inspection of death scenes in a variety of weather and conditions.

GRADE LEVEL

Salary

Anoka County Salary Schedule, Grade B010
Normal hiring range: \$19.10-\$19.67 per hour.
2019 full salary range: \$19.10 to \$28.93 per hour. Career potential up to \$31.77 per hour.
After successful completion of an initial hire probationary period, eligible for an initial hire probationary period increase.

Hours

Full-time and part-time; 24-40 hours per pay week.
Work schedule for full-time positions are 10-hour shifts scheduled during day, evening and overnight hours including every other weekend.
Part-time positions are scheduled 10:00 PM - 8:00 AM Thursday through Monday every other week.
Schedule may vary based on business needs and at supervisor discretion.

Selection Process

The examination/selection process for this classification will consist of a review of your training and experience from the application materials submitted. The most qualified candidates will be invited for an oral exam or interview.

Additional Information

Include responses to all supplemental questions with your application no later than 4:30 p.m. on the closing date of the position. Resume and cover letter submissions are accepted but are not required. The resume cannot be used in lieu of the application.

If you have a disability that would prevent you from testing for a position under standard conditions or if you wish to submit Veteran's Preference information, please notify Tracey Rivard, Anoka County Employee Relations Department at 763-324-4314 so that every reasonable effort can be made to accommodate you.